



# FAIRFAX COUNTY

## DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT

12000 Government Center Parkway, Suite 427  
Fairfax, Virginia 22035-0013

[www.co.fairfax.va.us/dpsm](http://www.co.fairfax.va.us/dpsm)

V I R G I N I A

Telephone: (703) 324-3201 Fax: (703) 324-3228 TTY 1-800-828-1140

Jhoon Rhee Fair Oaks  
11226 Waples Mill Rd.  
Fairfax, Virginia 22033

APR 17 2003

Attention: Thomas Lightfoot, President  
Subject: Notice of Award and Acceptance Agreement  
Reference: RFP03-629007-14; Martial Art Classes for FCPA

Dear Mr. Lightfoot:

### ACCEPTANCE AGREEMENT

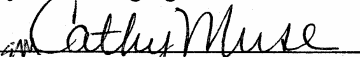
Contract number RQ03-629007-14D is hereby made to Jhoon Rhee Fair Oaks from the date of award through December 31, 2008 for Martial Art Classes for FCPA, in accordance with:

- 1) This Acceptance Agreement;
- 2) The terms and conditions of IFB03-629007-14; Delete paragraph 25.2. Contract is valid through December 31, 2008.
- 3) Memorandum of Negotiations
- 4) This contract hereafter shall be known as RQ03-629007-14D

Other representations:

This is not an order; Purchase Order or other notice to proceed will follow. All prior representations and additional or inconsistent oral or written statements are superceded, null and void. Contract award documents may be viewed on the Department of Purchasing and Supply Management website at [fairfaxcounty.gov/dpsm/contracts.htm](http://fairfaxcounty.gov/dpsm/contracts.htm).

County Purchasing Agent:

  
Cathy Muse, CPPO



# FAIRFAX COUNTY

DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT  
12000 Government Center Parkway, Suite 427  
Fairfax, Virginia 22035-0013

[www.co.fairfax.va.us/dpsm](http://www.co.fairfax.va.us/dpsm)

V I R G I N I A

Telephone: (703) 324-3201 Fax: (703) 324-3228 TTY 1-800-828-1140

## Memorandum of Negotiations

### RFP03-629007-14; Martial Art Classes for FCPA

The County of Fairfax (hereinafter called the County) and Jhoon Rhee Fair Oaks (hereafter called the Contractor) agree to the following in the execution of contract #RQ03-629007-14D. The contract consists of the following items;

- A. Fairfax County's RFP#03-624007-14 and all addenda.
- B. Contractor's Technical and Business Proposals as amended by the Memorandum of Negotiations.
- C. The Memorandum of Negotiations

#### II. The County and the Contractor agree to the following:

- A. Terms below are effective for Spring 2003 Classes and beyond.
- B. Proposed changes in class offerings, class lengths and class fees during the term of this contract may be discussed directly with the FCPA Program Coordinator.
- C. FCPA makes all decisions about which programs will be offered through Parktakes. Classes that do not meet minimum enrollments may not be offered in future issues.
- D. FCPA will print a notice to customers that some martial arts vendors require uniforms for participation in classes. However, customers who did not read this notice and object to the additional cost will be offered a full refund after the first class. Vendors are encouraged to allow participants to wear generic white uniforms or appropriate athletic attire in place of uniforms.

Memorandum of Negotiations

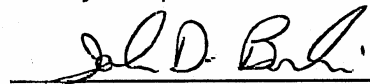
Page 2

RQ03-629007-14

- E. Tae Kwon Do classes are contracted for \$85 (advertised at \$95)  
Little Ninjas classes are contracted for \$85 advertised at \$95)  
Kick Punch & Sweat is contracted for \$85 (advertised at \$95)  
Percentage received by FCPA – 35%  
Percentage received by contractor - 65%

**ACCEPTANCE:**

\_\_\_\_\_  
Lead by Example/Jhoom RheeAnn ;Date



\_\_\_\_\_  
John Berlin, Parks Authority; Date

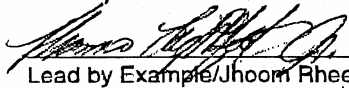
\_\_\_\_\_  
Cathy A. Muse, CPPO  
Director/County Purchasing Agent

CAM/rkmr

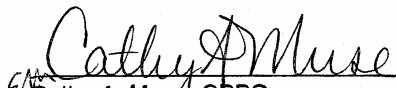
Memorandum of Negotiations  
Page 2  
RQ03-629007-14

- E. Tae Kwon Do classes are contracted for \$85 (advertised at \$95)  
Little Ninjas classes are contracted for \$85 advertised at \$95)  
Kick Punch & Sweat is contracted for \$85 (advertised at \$95)  
Percentage received by FCPA - 35%  
Percentage received by contractor - 65%

ACCEPTANCE:

  
Lead by Example/Jhoon RheeAnn ;Date

\_\_\_\_\_  
John Berlin, Parks Authority; Date

  
Cathy A. Muse, CPPO  
Director/County Purchasing Agent

CAM/rkmr



# FAIRFAX COUNTY

DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT  
12000 GOVERNMENT CENTER PARKWAY, SUITE 427  
FAIRFAX, VIRGINIA 22035-0013

www.fairfaxcounty.gov/dpsm

VIRGINIA

TELEPHONE: (703) 324-3201 FAX: (703) 324-3223 TTY: 1-800-828-1140

ISSUE DATE: October 25, 2002	REQUEST FOR PROPOSAL NUMBER: RFP03-629007-14	FOR: Martial Arts Classes and Camps
AGENCY: Park Authority	DATE/TIME OF CLOSING: November 20, 2003 @ 3:00 P.M.	CONTRACT ADMINISTRATOR: Regina Mumford-Rush; CPPB, 703-324-3227; or Regina.Mumford-Rush@fairfaxcounty.gov

**Proposal** - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, at the price set opposite each item, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by Fairfax County the items or services offered and accompanying attachments shall constitute a contract.

NOTE: Fairfax County does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

**NAME AND ADDRESS OF FIRM:**

Telephone/Fax No.:

703-642-5000

E-Mail Address:

jriann@aol.com

Lead By Example, Inc

VA State Contractor's License  
No.:

T/A Jhoon Rhee TKD

Federal Social Security No.:

54-1869340

6550-G Little River Trpk

Prompt Payment Discount:

     % for payment within      days/net  
     days

Alexandria, VA 22312

Fairfax License Tax No.:

CHECK ONE:



INDIVIDUAL



PARTNERSHIP



CORPORATION

State in which Incorporated: VA

Vendor Legally Authorized  
Signature

11-19-02

Date

Print Name and Title

Secretary

By signing this proposal, Offeror certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in Paragraph 64 of the General Conditions and Instructions to Bidders, regarding financial disclosure requirements.

Sealed proposals subject to terms and conditions of this Request for Proposal, will be received at 12000 Government Center Parkway, Suite 427, Fairfax, Virginia 22035 until time/date specified above for furnishing items or services delivered or furnished to specified destinations within the time specified or stipulated by the offeror.

AN EQUAL OPPORTUNITY PURCHASING ORGANIZATION

(DPSM32) (rev 2/02)

**APPENDIX B**  
**RFP03-629007-14**

**COG Rider for Additional Jurisdictions**

REFERENCE PARAGRAPH 37 OF THE SPECIAL PROVISIONS, "BIDDERS AUTHORIZATION TO EXTEND CONTRACTS":

YES	NO	JURISDICTIONS	YES	NO	JURISDICTIONS
<input checked="" type="checkbox"/>		Alexandria Public Schools	<input checked="" type="checkbox"/>		Madison County Public Schools
	<input checked="" type="checkbox"/>	Alexandria Sanitation Authority	<input checked="" type="checkbox"/>		Manassas Park Public Schools
<input checked="" type="checkbox"/>		Alexandria, Virginia	<input checked="" type="checkbox"/>		Manassas, Virginia
<input checked="" type="checkbox"/>		Arlington County, Virginia	<input checked="" type="checkbox"/>		Manassas City Public Schools
<input checked="" type="checkbox"/>		Arlington Public Schools			Maryland-National Capital Park & Planning Commission
	<input checked="" type="checkbox"/>	Bowie, Maryland		<input checked="" type="checkbox"/>	Metropolitan Washington Airports Authority
	<input checked="" type="checkbox"/>	Charles County, Maryland		<input checked="" type="checkbox"/>	Metropolitan Washington Council of Governments
	<input checked="" type="checkbox"/>	Chevy Chase Village, MD		<input checked="" type="checkbox"/>	Montgomery Community College
<input checked="" type="checkbox"/>		City of Fairfax, Virginia		<input checked="" type="checkbox"/>	Montgomery County
	<input checked="" type="checkbox"/>	Clark County Administrative Services		<input checked="" type="checkbox"/>	Prince George's County Public Schools
	<input checked="" type="checkbox"/>	College Park, Maryland		<input checked="" type="checkbox"/>	Montgomery County Public Schools
<input checked="" type="checkbox"/>		Culpeper County Public Schools		<input checked="" type="checkbox"/>	Northern Virginia Community College
	<input checked="" type="checkbox"/>	District of Columbia		<input checked="" type="checkbox"/>	Northern Virginia Regional Commission
	<input checked="" type="checkbox"/>	District of Columbia Schools		<input checked="" type="checkbox"/>	Orange County Public Schools
<input checked="" type="checkbox"/>		Fairfax County Water Authority		<input checked="" type="checkbox"/>	Prince George's County
<input checked="" type="checkbox"/>		Falls Church City Public Schools		<input checked="" type="checkbox"/>	Prince William County
<input checked="" type="checkbox"/>		Falls Church, Virginia		<input checked="" type="checkbox"/>	Prince William County Public Schools
<input checked="" type="checkbox"/>		Fauquier County Schools		<input checked="" type="checkbox"/>	Prince William County Service Authority
	<input checked="" type="checkbox"/>	Frederick City, Maryland		<input checked="" type="checkbox"/>	Rappahannock County Public Schools
	<input checked="" type="checkbox"/>	Frederick County Maryland		<input checked="" type="checkbox"/>	Rockville, Maryland
	<input checked="" type="checkbox"/>	Frederick County Schools		<input checked="" type="checkbox"/>	Shenandoah County Public Schools
	<input checked="" type="checkbox"/>	Gaithersburg, Maryland	<input checked="" type="checkbox"/>		Stafford County Public Schools
	<input checked="" type="checkbox"/>	Greenbelt, Maryland		<input checked="" type="checkbox"/>	Takoma Park, Maryland
<input checked="" type="checkbox"/>		Herndon, Virginia	<input checked="" type="checkbox"/>		Town of Vienna, Virginia
	<input checked="" type="checkbox"/>	Loudoun County Sanitation Authority		<input checked="" type="checkbox"/>	Upper Occoquan Sewage Authority
	<input checked="" type="checkbox"/>	Loudoun County, Public Schools		<input checked="" type="checkbox"/>	Washington Suburban Sanitary Commission
	<input checked="" type="checkbox"/>	Loudoun County, Virginia		<input checked="" type="checkbox"/>	Virginia Railway Express
				<input checked="" type="checkbox"/>	Washington Metropolitan Area Transit Authority

YOU MUST RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE. CONTRACT AWARD SHALL NOT BE MADE WITHOUT IT.

Lead By Example, Inc,  
Vendor Name  
T/A Jhoon Rhee TRD

**SBE SCHEDULE**

The Fairfax County Board of Supervisors has established the following definitions for small and minority businesses:

**Small Business** – A corporation, partnership, sole proprietorship, or other legal entity formed for the purpose of making profit, which is independently owned and operated, has either fewer than 100 employees or less than \$1,000,000 in annual gross sales.

**Minority Business** – A business enterprise that is at least 51% owned and controlled by a minority person or persons. Such persons include African Americans, Hispanic Americans, Asian Americans, American Indians, Eskimos and Aleuts, Women (regardless of race or ethnicity), and persons with a physical or mental impairment that substantially limits one or more of the major life activities of such individuals, a record of such impairment, or who are regarded as having such an impairment.

Step 1: Select all categories that apply to your business from this group.

<input checked="" type="checkbox"/>	Business Partner Classification Code/Category
<input type="checkbox"/>	Disabled Person Owned
<input type="checkbox"/> (8)	Public Body/Government Agency
<input type="checkbox"/> (9)	Non Profit/Not-for-Profit
<input type="checkbox"/> (D)	Sheltered Work Shop (work oriented rehabilitative facility with a controlled work environment and individual goals that utilizes work experience and related services assisting the handicapped person to progress toward normal living and productive vocational status)

Step 2: Select the one category that applies to your business from the table below.

SMALL BUSINESS	LARGE BUSINESS	OWNERSHIP
<input type="checkbox"/> (B)	<input type="checkbox"/> (Y)	Non-Minority
<input checked="" type="checkbox"/> (C)	<input type="checkbox"/> (A)	Women-Owned
<input type="checkbox"/> (G)	<input type="checkbox"/> (E)	African American Owned
<input type="checkbox"/> (H)	<input type="checkbox"/> (F)	African American Women-Owned
<input type="checkbox"/> (K)	<input type="checkbox"/> (I)	Hispanic American Owned
<input type="checkbox"/> (L)	<input type="checkbox"/> (J)	Hispanic American Women-Owned
<input type="checkbox"/> (O)	<input type="checkbox"/> (M)	Asian American Owned
<input type="checkbox"/> (P)	<input type="checkbox"/> (N)	Asian American Women-Owned
<input type="checkbox"/> (S)	<input type="checkbox"/> (Q)	American Indian Owned
<input type="checkbox"/> (T)	<input type="checkbox"/> (R)	American Indian Women-Owned
<input type="checkbox"/> (W)	<input type="checkbox"/> (U)	Eskimo/Aleut Owned
<input type="checkbox"/> (X)	<input type="checkbox"/> (V)	Eskimo/Aleut Women-Owned

YOU MUST RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE. CONTRACT AWARD SHALL NOT BE MADE WITHOUT IT.



**COUNTY OF FAIRFAX  
DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT  
SMALL AND MINORITY BUSINESS ENTERPRISE PROGRAM (SMBEP)**  
12000 Government Center Parkway, Suite 427  
Fairfax, Virginia 22035-0013

**Fax: 703-324-3228**

**SUBCONTRACTOR (S) NOTIFICATION FORM**

Contract Number/Title: \_\_\_\_\_  
Prime Contractors Name: \_\_\_\_\_ (from SBE Schedule)

**Prime Contractor's Classification Code:** \_\_\_\_\_

In accordance with the Subcontracting paragraph of the Special Provisions for the above-cited contract, you are required to provide the County with names, addresses, anticipated dollar amount and small/minority classification (use code numbers from previous page) of each first-tier subcontractor. Please complete this form and return it to this office with your bid package. The purpose of determining a subcontractors small/minority classification, the criteria for both is stated below:

**Please check here if you are not using a subcontractor:** ☒ \_\_\_\_\_

SUBCONTRACTOR(S) NAME	STREET ADDRESS	CITY	STATE	ZIP CODE	ANTICIPATED DOLLAR AMOUNT	SMALL/MINORITY CLASSIFICATION

**YOU MUST RETURN THIS FORM WITH YOUR PROPOSAL PACKAGE. CONTRACT AWARD SHALL NOT BE MADE WITHOUT IT.**